

Cooperative Extension Programs

Cooperative Extension Program Reports

LRDA Number 20071560

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the program activities and accomplishments of cooperative extension programs. These types of reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain but is not limited to narrative of various activities, records documenting participation in activities, achievements files, events files, awards files, enrollment reports, program information, statistics, fundraising records, notes, correspondence and related documents.	Retain annual reports Permanently. Retain other activity/program reports for a minimum period of two (2) calendar years from the year created.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Enrollment Cards:4 H Club

LRDA Number 20070347

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents enrollment in 4H clubs.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs

LRDA Number 20070345

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These guidelines incorporate a single set of principles which are designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1607.4	None

Cooperative Extension Programs

Records of Accident Insurance Provided to Participants in Special Programs

LRDA Number 20070351

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents insurance coverage of various participants in cooperative extension program activities. They are usually arranged chronologically by year and may include but are not limited to name of insurance company, roster of insured members, insurance waivers, signature of parents, correspondence and similar documents.	Ninety (90) days after policy expires.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None